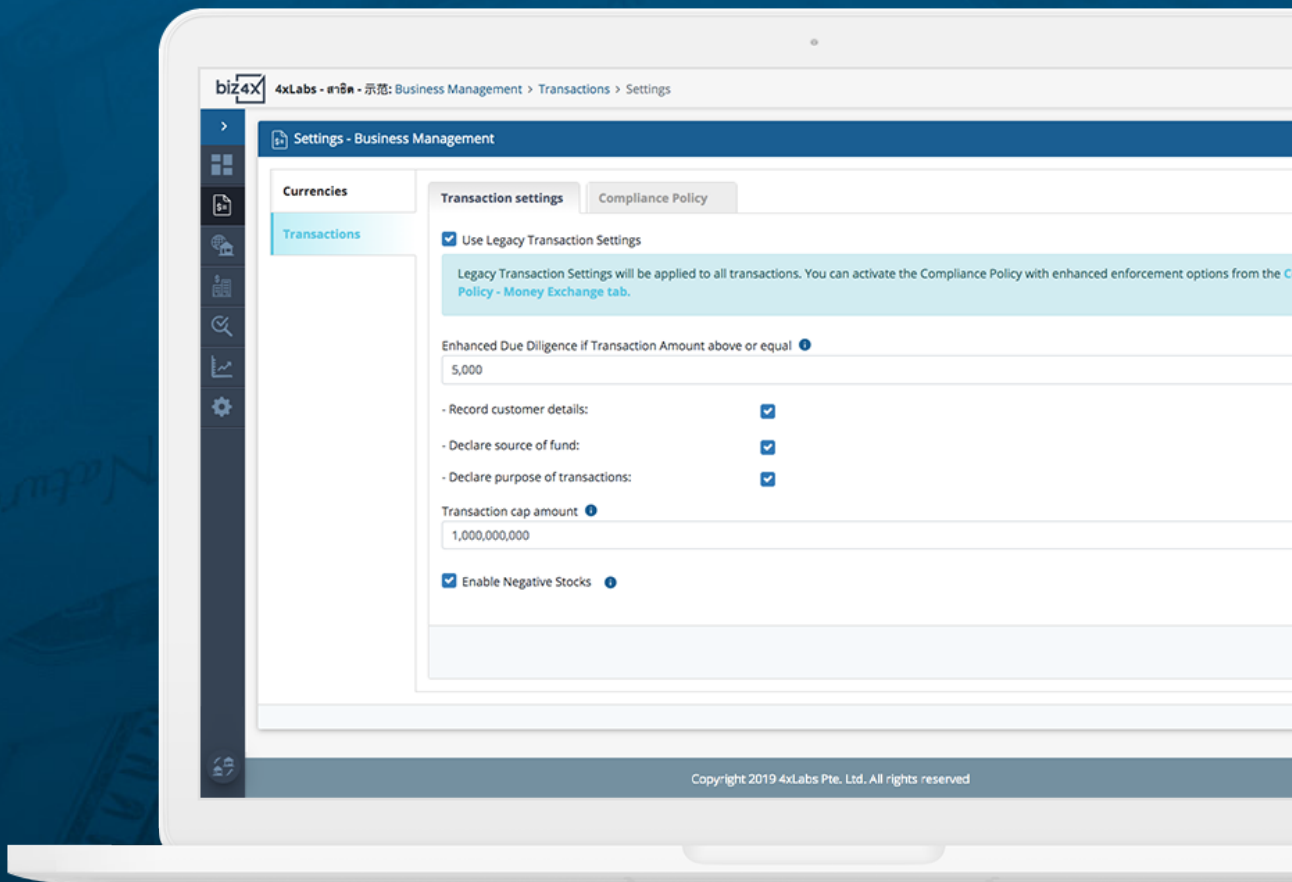




Biz4x Software

# Negative Stock User Guide



## User Guide for Disabling or Allowing Negative Stock Transactions

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## Introduction

Negative stocks can lead to errors in profit and loss and other calculation issues when transactions are deleted. This new setting is to disable the use of any negative stock and prevent the occurrence of any negative stock caused by new transactions. There are certain situations when a business might want to use negative stock such as in the case of electronic funds where no physical stock of cash is affected hence we have made this an optional setting.

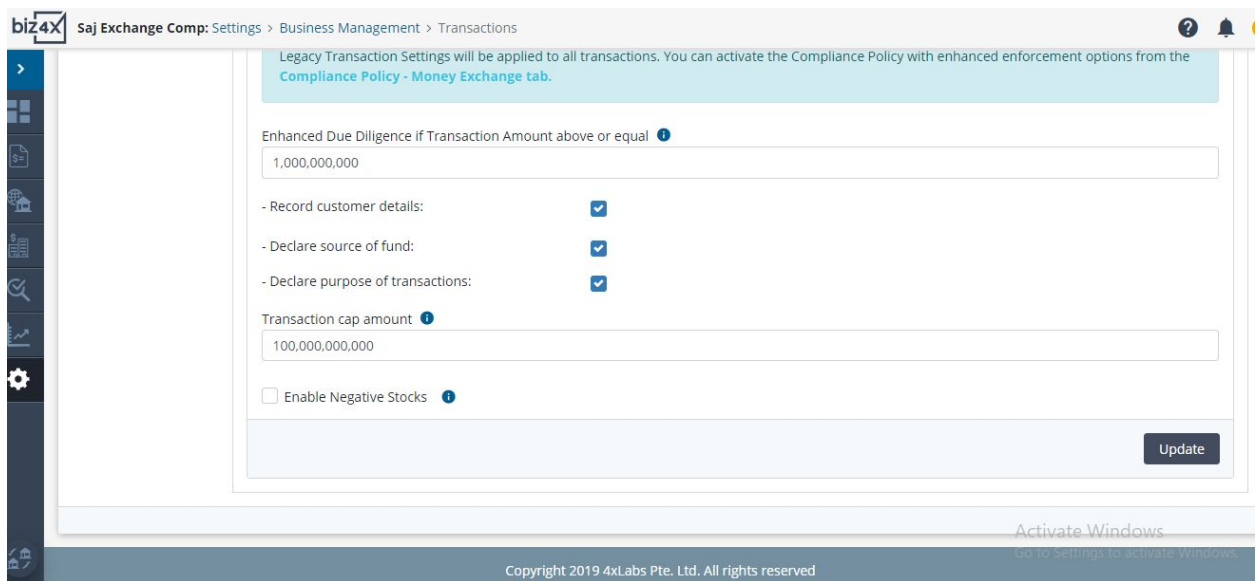
## Guide for accessing Negative Stocks settings

### Rules

Only users with owner-level permission can change the setting. This setting is tied to the entire business account (applies to all users in all outlets) which means all accounts in the MC share the same setting. 'Enable Negative Stocks' setting is OFF by default for all MCs.

#### 1. View settings

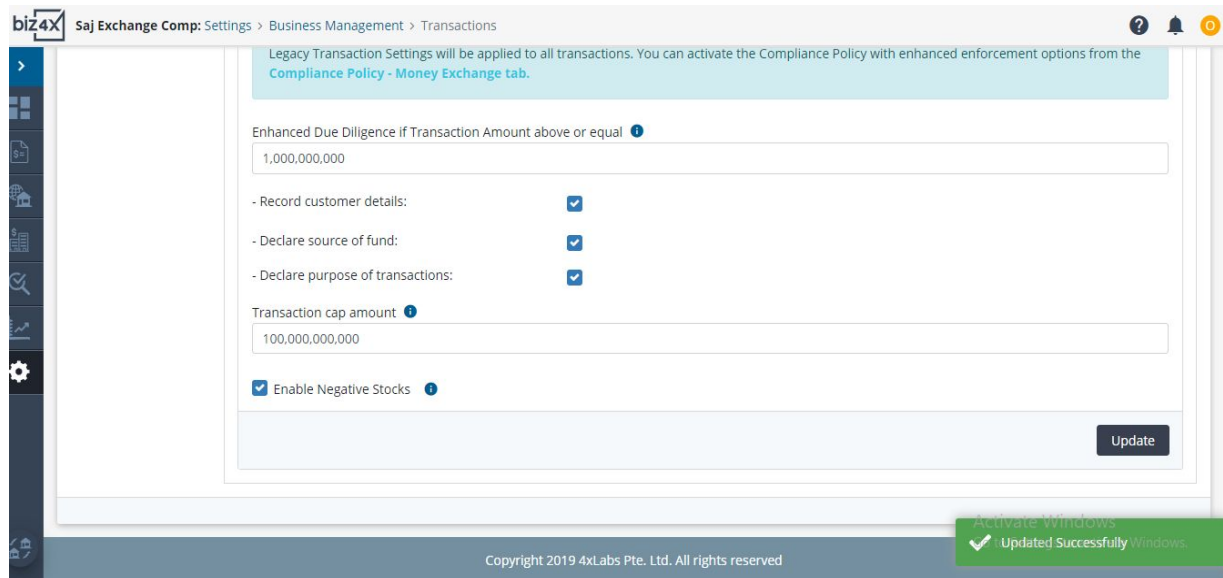
- a. Owners can go to Settings > Business Management > Transactions, as shown below.
- b. Switch to other outlets by clicking on the bottom left corner and you can see if the setting is enabled or disabled for all outlets



#### 2. Update the setting

- a. Owners can go to Settings > Business Management > Transactions and check 'Enable Negative Stocks', then click 'Update' button. A window with a warning message pops out "*Kindly be advised that enabling negative stock may result in errors in transaction & report functions*". If 'Yes' button is clicked, it displays the

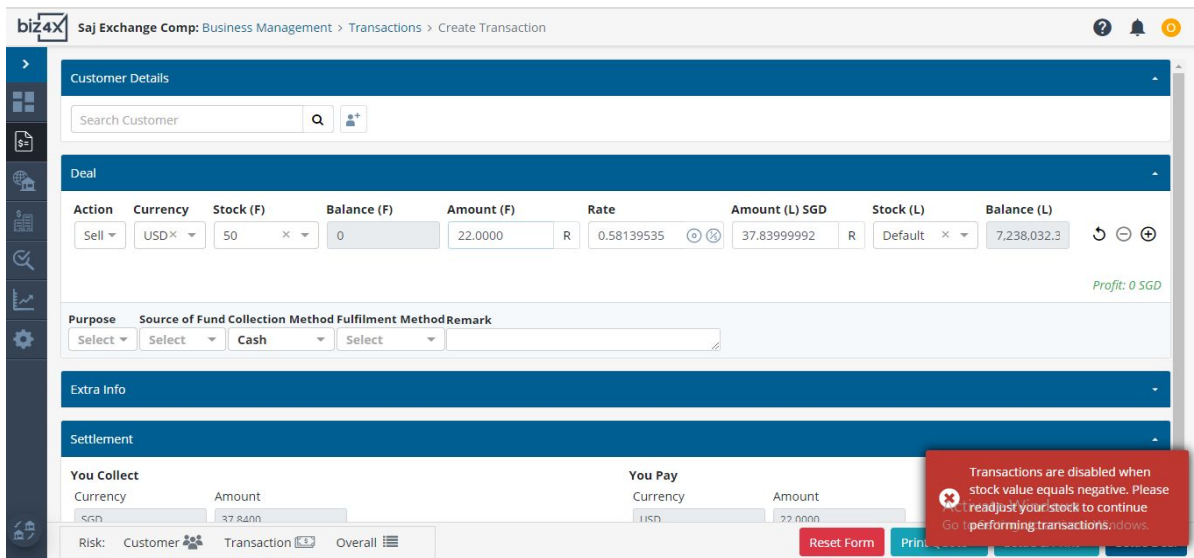
success message as shown below. If 'No' button is clicked, it closes the pop-up window and does not change the setting.



- b. Switch to other outlets by clicking on the bottom left corner and you can see that the setting is checked or enabled for all outlets

**Guide for creating transactions when Negative Stocks setting is disabled (unchecked)**

1. Owners can go to Business Management > Transactions > Create transaction.
2. Create a Buy/Sell transaction where foreign/local stock balance becomes negative after the transaction or select stock that is already negative. An example is shown below, where selling USD when the stock balance is 0 leads to an error message after clicking on the 'Settle Deal' button.

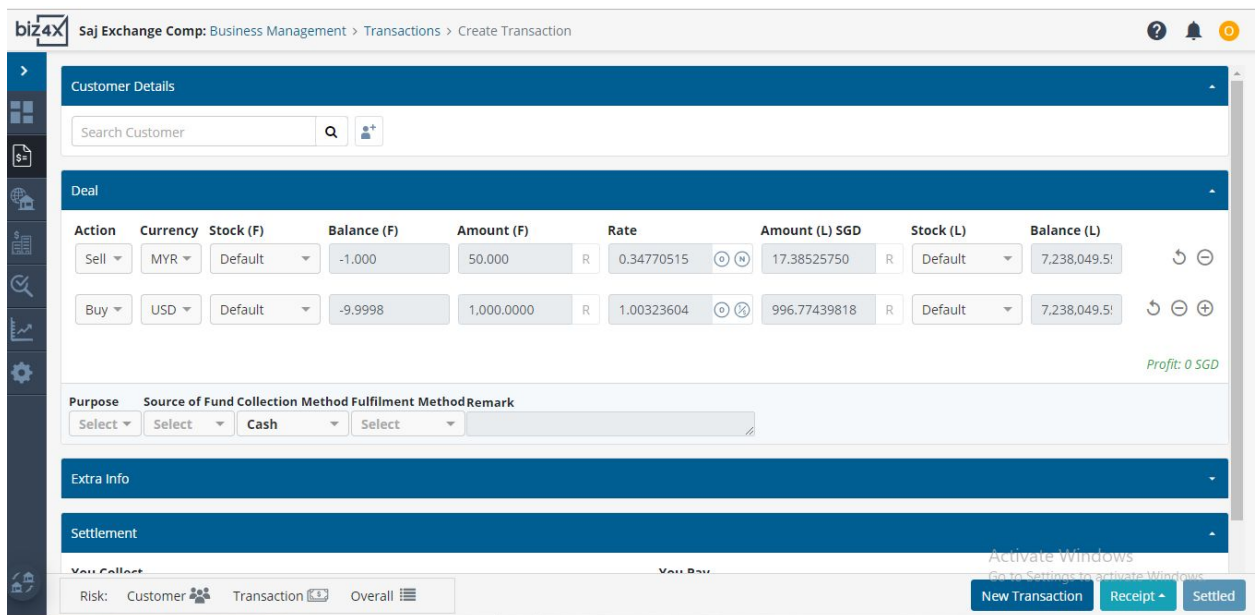


3. This also applies when the 'Settle & Print' button or 'Print Quote' button is selected.

4. If the foreign and local stock balance are positive and will not go negative after transaction, the system allows the transaction to be created successfully. If either of these conditions are not met, the system displays the error message shown in the screenshot above.
5. Transaction history, transaction detail screen, stock history, stock overview, reports are updated accordingly only if the transaction is successful.

### **Guide for creating transaction when Negative Stocks setting is enabled (checked)**

1. Owners can go to Business Management > Transactions > Create transaction.
2. Create a Buy/Sell transaction where foreign/local stock balance becomes negative after the transaction or the stock is already negative. The system allows for the transaction to be created successfully.



3. Transaction history, transaction detail screen, stock history, stock overview, reports are updated accordingly after transactions have been successfully settled.

### **Guide for dealing with existing Negative Stocks caused by transactions**

If the negative stocks setting is disabled for existing users/outlets with negative stock levels, the stock has to be credited until it is positive before transactions can be recorded. Stock adjustment is the only way our system currently allows for stocks to be credited to negative stocks.

- a. Debit a positive outlet stock with an amount that can turn a negative user stock positive.
- b. Credit the negative user stock with the exact same amount debited from the positive outlet stock and the same stock cost rate.